



DIVISIONS  
ENERGY  
GAS AND OIL  
GEOLOGY AND MINERAL RESOURCES  
MINED LAND RECLAMATION  
MINERAL MINING  
MINES  
ADMINISTRATION

# COMMONWEALTH OF VIRGINIA

*Department of Mines, Minerals and Energy*

P. O. Drawer 900  
Big Stone Gap, Virginia 24219-0900  
(276) 523-8100 FAX (276) 523-8163  
[www.dmme.virginia.gov](http://www.dmme.virginia.gov)

June 24, 2014

## RECRUITMENT IS OPEN TO THE GENERAL PUBLIC

**Position:** Administrative & Program Specialist III (Customer Services & Media Specialist)  
**Position No.** 00012  
**Location:** Big Stone Gap  
**Salary Range:** \$24,479 - \$50,000 (Band 3)

The Department of Mines, Minerals, and Energy, Division of Administration is seeking an individual to provide exceptional assistance to agency customers and stakeholders requiring services and information. This position will assist in updating social media sites, shooting video, and editing for agency projects. This position will also keep records organized and updated in an electronic database. Individual accepted for employment will have to pass a drug and alcohol test as part of the DMME pre-employment process.

**TO QUALIFY:** Demonstrated ability to communicate effectively with public, clients, customers, and staff. Demonstrated skills operating computers, word processing, and other automated systems. Knowledge of general office practices, of proper grammar, spelling, and punctuation. Knowledge and or experience with DMME policies and procedures; regulatory functions affecting the mining industry. Experience on social media websites, with video/editing, and electronic record filing and maintenance. High school graduate or a combination of experience and education indicating possession of the preceding knowledge, skills, and abilities. Considerable experience performing a variety of administrative, clerical, and public contact duties associated with regulation of the mining industry.

**TO APPLY:** All applications **MUST** be submitted on-line through the Commonwealth Recruitment Management System (RMS) at <https://jobs.agencies.virginia.gov>. Telephone (276) 523-8142. TTY/TDD: (800) 828-1120.

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. FRIDAY, JULY 11, 2014**